

# ***Salisbury Police Department***



## ***Recruitment and Selection Brochure 2004***

***"Quality service through quality people"***

***The Salisbury Police Department is an Equal Opportunity Employer***

***A Nationally Accredited Law Enforcement Agency***

***Salisbury Police Department  
Recruitment and Selection Program Overview***

***Pages Included:***

***Message from Mark Wilhelm, Chief of Police***

***Authority for Police Powers***

***The Police Mission Statement***

***Law Enforcement Code of Ethics***

***The Salisbury Police Mission Statement***

***Community Policing Strategy***

***Duties and Responsibilities of the Officer***

***Sample Officer Opportunity Posting***

***Officer pay ranges***

***Hiring Process Sequencing***

***City of Salisbury Benefits Outline***

***Educational Reimbursement Policy***

### **Message from the Chief of Police:**

In a democratic society, the ultimate responsibility for peace, good order and law observance rests with the community of citizens of that society. The complexity of modern societies usually dictates that policing efforts be coordinated and directed by a force of paid professionals who derive their power from the public they serve. The role of the professional police officer is to supplement and aid community efforts, not to supplant them.

Peacekeeping and observance of the law must be a joint police/community effort in order to succeed. The fundamental mission of the Salisbury Police Department is to provide the professional leadership and professional support required to sustain and improve the community's efforts to become free of crime and disorder.

To members of the public, the police officer they encounter in their daily lives is the police department. Officers who are competent, polite and caring will positively influence citizens and will cause them to develop confidence in and respect for their police department. For this reason the Salisbury Police Department reaffirms its view that one of the basic and continuing responsibilities of every member of this organization is to strengthen the affinity between the public and the police service.

In keeping with this philosophy the following principles are considered basic to the understanding of the role of the Salisbury Police Department.

- To engage in activities that reduce crime and disorder and enhance the quality of life for the citizens;
- To recognize that the power of the police to fulfill their functions and duties is dependent on the public approval of their existence, actions and behavior, and on their ability to secure and maintain public respect; and
- To seek and preserve a positive relationship with the public by constantly providing fair and equitable service and enforcement of all laws without regard to personal opinion about individual laws; by the ready offering of professional service and consideration to all members of the public; by the ready exercise of courtesy, and by the ready offering of individual sacrifice in protecting and preserving life.

Mark Wilhelm, Chief of Police  
Salisbury Police Department

### **AUTHORITY FOR POLICE POWERS:**

The Salisbury Police Department is organized under authority of the Charter of the City of Salisbury. The Chief of Police is the administrative head of the Police Department and serves as authorized in North Carolina General Statute 160A-281.

The Chief of Police, and each officer of the Department, shall have the powers and authority vested in peace officers as authorized by the General Statutes of North Carolina. Such powers and authority are granted for the purpose of enforcing North Carolina State Laws and Salisbury City Ordinances, preserving the peace of the City, suppressing disturbances, preventing crimes, and apprehending offenders.

Such powers, duties and authority may be exercised within the corporate limits of the City of Salisbury, one (1) mile beyond the corporate limits, within any property or right-of-way owned by the City whether it be located within or without the corporate limits.

An officer may arrest persons outside the corporate limits and outside the City's extraterritorial jurisdiction when the person has committed an offense within that territory for which the officer could have arrested the person, and the arrest is made during such person's immediate and continuous flight from that territory. Any officer pursuing an offender outside the corporate limits or extraterritorial jurisdiction of the City shall be entitled to all the rights, privileges and benefits to which the officer would be entitled to if acting within the City.

The Police Department is an executive branch of municipal government for the City of Salisbury, established by city ordinance. Functions assigned to the Police Department are: 1) prevention and detection of criminal activity; 2) apprehension of offenders; 3) protection of life and property; 4) enforcement of laws and ordinances; and 5) provision of other services that may be deemed proper functions of a police agency.

The Department shall be organized with such operational and support units as may be established by the Chief of Police for the purpose of achieving the objectives of the police function. The authorized personnel strength of the Department shall not exceed that authorized by the City Manager. Department personnel and resources shall be organized in a manner that ensures maximum efficiency and effectiveness at minimal cost. It is essential that the organizational structure be relevant and flexible, and that a constant and continuing program of inspections and evaluations is established to ensure that the needs of the Department and the citizens of Salisbury are met.

## **THE POLICE MISSION STATEMENT**

To be a police officer is a noble endeavor. It is a profession that encompasses a multitude of challenges, and requires a like number of talents to meet those demands. The mission of the Police Department is profound because of its breadth, significance, and complexity. It is a diverse service that requires significant knowledge and skills and a unique authority. This service includes protecting the constitutional rights of citizens, preventing and controlling crime, apprehending offenders, aiding citizens in hazardous situations, facilitating traffic, resolving conflict, and maintaining order.

The primary mission of the Department is to preserve the peace and order of the community through conflict management and enforcement of law. This mission requires officers, who are committed to the rule of law and have the unique authority to investigate, arrest, search, seize, use reasonable and necessary force, and charge persons with violations of the law.

Policing, however, goes beyond simply enforcing laws. The Police Department is seen as a provider of service to the community that grants the authority and reason to exist. Police Officers are often called upon to do those things that others will not or cannot do. The Police Department is often the agency of last resort. There must be a moral philosophy and strong appreciation of the need for service in the police profession. Unwavering belief in such a philosophy will earn for officers the respect and support of the public that is essential to complete the mission.

A police officer's life is one of sacrifice and ideals, based upon the responsibilities entrusted to him by the community. An officer accepts the challenge to defend the innocent, protect the weak, and aid the distressed, and to do so without fear, favor or prejudice. Rigid adherence to those principles set out in the Law Enforcement Code of Ethics is mandatory for anyone accepting a position in the Salisbury Police Department.

Civilian employees of the Police Department share honor and status with sworn officers. Thus, It is required that civilian employees possess the same devotion to duty and to accept similar responsibilities. All members of the Department should be proud to hold a position that demands so much.

**NORTH CAROLINA CRIMINAL JUSTICE**  
**EDUCATION AND TRAINING STANDARDS COMMISSION**  
**LAW ENFORCEMENT CODE OF ETHICS**

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

Adopted by the Salisbury Police Department as the agency's official Code of Ethics, all personnel are required to strictly adhere to the standards of conduct prescribed herein.

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Chief of Police

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Officer

## **0101 THE POLICE MISSION STATEMENT**

To be a police officer is a noble endeavor. It is a profession that encompasses a multitude of challenges, and requires a like number of talents to meet those demands.

The mission statement of the Police Department was developed by all members of the department. Information, concerns and views were put together to develop not only our Mission Statement but also our Vision and our Values. Input into our Vision, Value Statement and Mission Statement were developed through our strategic planning process, meetings with personnel, management team and supervisor staff meetings and our crime control planning process.

Vision:

A safe community of happy people built on partnership and values.  
A police department with a common direction, communication and accountability.

Mission Statement:

The Salisbury Police Department will provide service to the community through commitment and communication which will be manifested by:

- Meeting clear crime control goals.
- Demonstrating concern for the community.
- Promoting education for all.
- Finding resources needed to meet goals.

Values:

Be decision makers who are innovative, analytical, honest, and malleable.

Be service providers who are loyal, brave, respectful, understanding, caring and dedicated.

## **The Community Policing Strategy**

The Salisbury Police Department operates using a Community Policing Strategy of which there are three major parts. In addition to the Vision, Values and Mission Statement described above in the Police Mission Statement there are ten Strategic Outcomes that are part of this plan.

They are to Improve management of calls for service, improve the effectiveness of the patrol function, improve the quality of criminal investigations, implement crime analysis capability, strengthen justice system partnerships, expand partnerships with community service agencies, City agencies, neighborhood organizations, improve human resource management and implement more effective management practices.

The job description of the Officer is as follows, from the Salisbury Police Department Policy manual:

### **0215 PATROL OFFICER -AUTHORITYAND RESPONSIBILITY**

0215.1 Appointment A Patrol Officer shall be appointed by the Chief of Police.

0215.2 Authority Subject to law, rules of the Department, and directions and orders from appropriate command and supervisory personnel, a Patrol Officer shall perform the preliminary investigation of crimes and incidents to which assigned. Subject to time and manpower availability, a Patrol Officer may conduct follow-up investigations with approval of supervisory personnel. Additionally, Patrol Officers are to conduct preventive patrol and perform assigned police tasks.

0214.3 Rank: A Patrol Officer shall hold the rank of Police Officer I, Police Officer II or Master Police Officer.

0214.4 General Duties and Responsibilities: A Patrol Officer shall, within legal authority, perform the following:

a) Remain available and prepared to accept calls for police service and to obey orders from superiors. Provide immediate attention to calls for assistance, complaints, and emergencies. Render efficient and effective service when required, and return to regular duties as promptly as practical. Prepare reports upon completion of assignments as necessary.

b) Be vigilant and alert for violations of law and make every effort to prevent breaches of the peace and offenses against persons and property.

c) Maintain an alert and professional demeanor.



- d) Be familiar with the geography of the City and area to which assigned in order to perform patrol duties and assist the public.
- e) Be alert for wanted and missing persons and vehicles.
- f) Remain alert for situations and problems affecting the public welfare and take necessary action to resolve such situations.
- g) Have a thorough working knowledge of all components of the Department and cooperate fully with all members.
- h) Promptly and adequately respond to assignments and orders from higher authorities and contribute to the maintenance of discipline in the Department
- i) Be responsible for all legal papers assigned and make diligent efforts to serve such documents.
- j) Be familiar with and properly maintain all issued and utilized equipment
- k) Perform other related duties as required by supervisory personnel.

**EMPLOYMENT OPPORTUNITIES SHOWN IN A SAMPLE JOB POSTING:**

**THE CITY OF SALISBURY  
HUMAN RESOURCES DEPARTMENT**

City Office Building  
132 North Main Street, 2nd Floor  
P.O. Box 479  
Salisbury, NC 28145-0479

**POLICE OFFICER**

The City of Salisbury has opened the hiring process for Community Police Officers. We are seeking professional individuals who are committed to community and crime control. Many sit back and complain about government, the direction of society and law enforcement. Here is an opportunity to get involved and make a difference. If you are dedicated to community and interested in joining an Accredited Community Policing Organization with vision and direction, we invite you to take the challenge.

**BENEFITS:**

- Take home patrol vehicle (Within five mile range)
- 5% City contributed 401(k)
- Partial tuition reimbursement
- Annual salary-\$28,334.00
- 12 days vacation per year
- 12 days paid sick leave per year
- 10 paid holidays per year
- Free life insurance
- Free medical/hospitalization/dental insurance
- Contributory retirement system

**QUALIFICATIONS:**

- High school diploma, or GED
- 21 years of age
- US citizen
- NC Driver's license, or ability to possess same
- Not be convicted of any felonies & certain misdemeanors
- Not be convicted of DUI or DWI

DESIRED QUALIFICATIONS:

- Higher education
- Problem solving ability
- Team player
- Conflict resolution
- Community interest

If you are interested, application packets may be obtained by visiting or calling the City of Salisbury Human Resources Department, 132 North Main Street. 2<sup>nd</sup> Floor, Salisbury. NC. Phone 704-638-5226.

**Salisbury Police Department Salary Structure and Ranges:**

Police Officer One	\$28,334.00 - \$43,918.00
Police Officer Two	\$31,167.00 - \$48,309.00
Master Police Officer	\$34,284.00 - \$53,140.00
Police Sergeant	\$37,713.00 - \$58,454.00
Police Lieutenant	\$41,484.00 - \$64,300.00

Lateral Transfers are accepted. Applicants are processed and evaluated at time of Conditional Offer.

**SALISBURY POLICE DEPARTMENT HIRING  
PROCESS SEQUENCING:**

Salisbury Police Department hiring for the position of Police Officer is as follows:

1. The posting of the employment opportunity is performed.
2. Applications are received by the City of Salisbury Human Resources Department and are screened for completeness and viability of the applicant.
3. Applications are transmitted to the Police Department for processing.
4. The Training Sergeant reviews the applications for to ensure there are no entries in the application that bar the applicants progression to the next step in the process. During this phase the applicants criminal and driving histories are checked.
5. An orientation date is set and the applicants are gathered together for a formal meeting that overviews the entire hiring process.
6. Departmental P.T. Instructors conduct a physical assessment of the candidates and assign a rating percentile.
7. A written examination is conducted and those scoring seventy percent or more will proceed to the next level in the hiring process.
8. An oral board is conducted and those applicants that score seventy percent or more progress to the next step in the process.
9. Applicants background investigations are conducted by departmental Officers.
10. The Chief of Police conducts an interview with applicants to determine their suitability for the position of Police Officer.
11. The Chief of Police determines which applicants will receive a conditional offer.

12. Upon acceptance of the conditional offer the applicant is administered a medical examination required by the City of Salisbury and the North Carolina Training and Standards Commission
13. As results are received from the medical examination the applicant is given a pre-employment polygraph examination by departmental Personnel
14. Upon successful completion the applicant is scheduled for a pre-employment psychological examination.
15. Upon successful completion of the foregoing steps the applicant is hired and enters the Field Training Program.

The time duration for this hiring process may be several months long. Once an applicant has completed the process he or she will be eligible to be hired for **one year** from the date of the Chief's Interview.

### **CITY OF SALISBURY BENEFITS OUTLINE**

401(k) — The City provides a 2% (employer) contribution for all regular employees to the defined contribution, non-discriminatory, State 401(k) Plan. Sworn law enforcement personnel receive the state mandated 5% employer contribution to the plan. The minimum employee contribution to the plan is \$10 biweekly. Maximums are set by federal law and indexed periodically.

457 — Employees may elect to participate in the defined contribution, discriminatory, 457 Deferred Compensation Plan. The minimum employee contribution to the plan is \$10 biweekly. Maximums are set by federal law and indexed periodically. An outside vendor selected through the post bid system administers the plan

Dental Insurance — As a part of the medical insurance package, the City provides individual employee dental insurance. Parent/child or family coverage is available as part of the medical package at an additional charge

Flex — Medical Spending — Employees may elect to set aside a portion of their pay, in pre-tax dollars, to cover medical and dental expenses not paid

by insurance. This benefit may be used for family members claimed on the employee's annual income tax return. Maximums may be indexed periodically. Accounts are subject to IRS regulations regarding midyear changes

**Flex — Dependent Care —** Employees may annually elect to set aside a portion of their pay up to \$5,000 in pre-tax dollars for the care of a dependent child under the age of 13. The child must be claimed as a dependent on the employee's income tax return. If the employee is married, both the employee and spouse must be working. Accounts are subject to IRS regulations regarding midyear changes and may be indexed periodically.

**Health Insurance —** The City provides individual employee health insurance at no charge. Parent/child and family coverage are available at an additional charge. Premiums are paid with pre-tax dollars and subject to IRS regulations regarding midyear coverage changes. Dental insurance is a part of the medical insurance package

**Leave Share —** Shared Leave is a voluntary policy whereby employees can donate annual leave to another employee who has experienced a prolonged medical condition according to guidelines set forth in the Family and Medical Leave Act (excluding elective surgery, Worker's Compensation and absence due to pregnancy). To apply for up to 480 hours of Shared Leave employees must have been absent from work a minimum of 160 consecutive work hours and have exhausted all paid leave. Shared Leave may not be used to extend an employee's time in leave status beyond one year from the last date worked. Once the application for Shared Leave has been received and approved by the Human Resources Department notice will be given to the general employee population of the need for donated leave. Employees are eligible to donate Annual Leave in increments of four hours. After donation, the donating employee must have a balance of 40 hours of Annual Leave and 40 hours of Sick Leave

**Long Term Disability Insurance —** Employees may elect to purchase Long Term Disability Insurance coverage for themselves at group insurance rates

Life Insurance — The City provides a term life insurance policy in the amount of the employee's annual salary rounded up to the nearest thousand, at no charge to the employee. The value of employer-provided life insurance exceeding a \$50,000 benefit will be subject to income tax withholding. Additional life insurance is available for the employee and family members through payroll deduction at the prevailing group rate. Life insurance that is paid for by the employee is not subject to income tax withholding. Should the employee elect additional coverage at the time it is initially offered, the policy is guarantee issue. Additional life insurance may be purchased at a later date; however, the employee and/or the included family members will be subject to evidence of insurability

Retirement — Retirement benefits are provided to regular City employees through the North Carolina Local Governmental Employees' Retirement System. This a non-discriminatory, defined benefit plan

**CITY OF SALISBURY**  
**EDUCATION REIMBURSEMENT POLICY**

General: Employees are encouraged to gain the knowledge, skills and experiences that will qualify them to advance in their careers and to enhance City operations. To assist employees, The City will reimburse a portion of the costs of formal education according to the guidelines that follow.

Kinds Of Education Covered: The individual course or degree program being pursued by the employee must be taken at an institution accredited by a nationally recognized accrediting agency and must either:

Improve or maintain skills and knowledge related to the employee's current job OR;

Provide required qualifications for advancement consideration to a job at a level immediately above the employee's current level

Reimbursement: One half the cost of tuition, required fees, and required textbooks will be Amount reimbursed for approved education up to a maximum of \$100.00 for each undergraduate course and \$150.00 for each graduate course.

Conditions: All the following conditions must be satisfied for reimbursement to be made:

- Each class is approved in advance by the employee's Department. Head and the Human Resources Director as meeting the requirements of these guidelines. Availability of funds will be determined at the time of approval
- Covered costs have been paid by the employee and are not covered for reimbursement by any other source
- Course was successfully completed with a grade of C or higher (or "pass" if pass/fail)
- Employee has submitted evidence of payment and graduation
- Employee remains actively employed by The City at the completion of the course